Mar

Expense Reimbursement

ACT Number (Finance Use)
6066.

Claim Number
48307

Employee Name: Christopher Graham

Delegated authority: [redacted]

Department (choose from drop down menu):

008	0000

Nominal Code (Finance Use)

Expense Period From: 02/03/2016
To: 02/03/2016

Itemised Expenses

DATE	TIME Depart	TIME Arrive	DESCRIPTION (including dates for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) Other currency	US Dollars
2/3/16			Fee for ESTA for trip to Washington DC for IAPP conference in April	1	Travel - Overseas		14.00
					SUBTOTAL		14.00

Mileage

Car miles claimed (Standard Rate)*		45 p per mile	0.00
Car miles claimed (Public Transport Rate)		25 p per mile	0.00
Motorcycle miles claimed		24 p per mile	0.00
Bicycle miles claimed		20 p per mile	0.00
Passenger rate		5 p per mile	0.00

Miles / No. of passengers

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT 14.00

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

= £10.09

1·3869. con rate

Mar

RGT 6065

Expense Reimbursement

RCF Number (Finance Use)

Claim Number
1694

Employee Name: Christopher Graham

Delegated authority: [redacted]

Department (choose from drop down menu):

008	0000

Nominal Code (Finance Use)

Expense Period From: 16/02/2016

To:

Itemised Expenses

DATE	TIME Depart	TIME Arrive	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK £
16/2/16	0640	-	Daily subsistence (receipts exceed amount claimable)	1, 2	Subsistence - UK	15.00
	-	1810				
17/2/16	0640	2015	Daily subsistence (receipts exceed amount claimable)	3,4,5,6	Subsistence - UK	15.00
24/2/16	0610	-	Taxi from Institute of Directors to DCMS	7	Travel - UK	7.00
	-	1830	Daily subsistence (receipts exceed amount claimable)	8,9,10	Subsistence - UK	15.00
25/2/16	0640	-	Supper	11	Subsistence - UK	12.80
26/2/16	-	-	Daily subsistence (receipts exceed amount claimable)	12,13, 14	Subsistence - UK	15.00
	-	2300				
0/3/16	1350	-	Coffee on the train on the way to London	15	Subsistence - UK	1.95
9/3/15	-	1315	Recharge cost of hotel for night of 8 March as personal expenditure	16	Subsistence - UK	-83.00
14/3/16			Return flights to Budapest for DP Spring conference	17	Travel - Overseas	256.99
					SUBTOTAL	255.74

Mileage

Car miles claimed (Standard Rate)*		45 p per mile	0.00
Car miles claimed (Public Transport Rate)		25 p per mile	0.00
Motorcycle miles claimed		24 p per mile	0.00
Bicycle miles claimed		20 p per mile	0.00
Passenger rate	no. of passengers	5 p per mile	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance	-
TOTAL REIMBURSEMENT	255.74

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

Mowcw

Expense Reimbursement

RCI Number (Finance Use): 5998

Employee Name: Simon Entwisle

Claim Number: 67671

Delegated authority: [redacted]

Department (choose from drop down menu):

008 26001 0000

Nominal Code (Finance Use)

Expense Period From: 25.02.16

To: 21.03.16

Itemised Expenses

					UK £
25.02.16	12:25		Travel to Cardiff Office	1	5.24
			Hotel accommodation - Radisson Blu, Cardiff	2	99.00
26.02.16		15:00		3	4.50
14.03.16	08:00	18:15	Rail travel to Manchester Central for DPPC	4	4.90
				5	4.90
				SUBTOTAL	118.54

Mileage

Car miles claimed (Standard Rate)*		45 p per mile	0.00
Car miles claimed (Public Transport Rate)		25 p per mile	0.00
Motorcycle miles claimed		24 p per mile	0.00
Bicycle miles claimed		20 p per mile	0.00
Passenger rate		5 p per mile	0.00

Miles / No. of passengers

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT 118.54

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment